

Instructions for 2012 Annual Solid Waste Facility Report

Overview

Introduction

The reporting package consists of the instructions and the forms. The Instructions are divided into five sections:

1. Overview
 2. Obtaining Forms
 3. Reporting Process
 4. Special Instructions for Particular Questions or Facility Types
 5. Conversion Factors and Material/Waste Types
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Purpose

Solid Waste Facility Annual Operations Report Forms provide the Department of Environmental Protection (MassDEP) with valuable information on the types and quantities of solid waste handled at individual facilities and by aggregation across the state as well. Reporting is on a calendar years basis.

Applicability

These forms apply to Site Assigned operations only. These operations include Landfills, Combustion Facilities, and most Handling/Transfer Stations. C&D Waste Processors and C&D Waste Transfer Station must fill out a special report form with a separate set of instructions. Small Transfer Stations no longer need to report.

Authority

The Annual Report Forms are based on the requirements in 310 CMR 19.043(5)(e) and 19.008(2).

Obtaining Forms

MassDEP's Website

Report forms are available from MassDEP's website at:
<http://www.mass.gov/dep/recycle/approvals/swforms.htm#afr>.

Each form (Disposal and Handling/Transfer) downloads as a MS Word document.

Reporting Process

Introduction	Complete each form that you have downloaded from MassDEP's website. If your facility includes more than one type of operation, you should download one report form for each type of operation.
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Signature	Sign and date the Form(s) at the bottom of Page 1.
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Due Date	Annual Report Forms are due by February 15, 2013.
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Submission	Mail completed report form(s) and any attachments to:
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MassDEP Boston
One Winter St., 7th floor
Boston, MA 02108
Attn: Paul Walsh

Or Email completed report form(s) as attachments in MS Word (.DOC) format or Adobe Acrobat (.PDF) format to:

paul.h.walsh@state.ma.us

Questions	Contact Paul Walsh at MassDEP in Boston (617) 556-1011 or paul.h.walsh@state.ma.us.
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Special Instructions for Particular Questions or Facility Types

Waste/Material Accepted	<p>For Part C #1 <i>Waste/Materials Accepted</i>:</p> <ul style="list-style-type: none">• Review the Material Type definitions and Conversions Factors found on pages 5 and 6 of the Instructions.• Account for only the waste/materials managed by that particular facility.• Do NOT include amounts hauled or managed by the company/municipality that do not enter the facility in question.• Do NOT include any Waste Oil or Household Hazardous Waste/Products. These materials are reported on other MassDEP forms.• Round all amounts to the nearest ton. If any material type is less than 0.5 tons, do not include that material.
Handling Facilities (Wood Reclamation, MSW Composter, other Handling)	<ul style="list-style-type: none">• Part C #1 <i>Materials Accepted</i>: list the types and amounts of materials accepted for Wood Reclamation, MSW Composting and/or other Handling operations.• Part C #2 <i>Materials Diverted</i>: record all materials diverted from disposal by being sent off-site to recyclers/composters, end-users (including Beneficial Use Determination materials), and other transfer/processing/handling facilities. If materials sent off-site are sold in small quantities to the general public, fill in “Various” in the Vendor column, skip the City/Town, enter the most appropriate State, then fill in the Tons and Material Type.• Part C #3 <i>Waste Disposed</i>: list processing waste or rejects sent off-site for disposal to a landfill or solid waste combustion facility.• Part C #4 <i>Compare Totals</i>: will generally be greater than or less than 1%. In the discrepancy box write in the type of handling facility, for example: “Wood Reclamation”. No other further explanation is necessary.
Facility Serves Only Part Of A Community	<ul style="list-style-type: none">• Account only for the waste managed by that particular facility, even if all of the waste generated in the community is not managed by that facility.
Compost Site and Transfer Station at the Same Location	<ul style="list-style-type: none">• List the tons of “Compostables/Organics” accepted in Part C #1 <i>Materials Accepted</i>.• Next list the tonnage Accepted again in Part C #2 <i>Materials Diverted</i> and enter the Compost Site name and town as the Vendor/EndUser. Even though the compost may not have moved, it has in effect passed through the Transfer Station to the Compost Site. MassDEP collects more compost data in the Compost Site Report (See Page 8 for more details).

Conversion Factors and Material Types

Conversion Factors

The following factors may be used to convert from cubic yards (cy) or count (each) to tons.

Waste/Material	Conversion	Waste/Material	Conversion
Asphalt, Brick & Concrete	1.5 tons/cy	Mattresses	0.035 tons each
Brush	0.25 tons/cy	Municipal Solid Waste	0.5 tons/cy
C&D Waste	0.25 tons/cy	Sludge (WTP/WWTP)	0.33 tons/cy
Catch Basin Cleanings	1 ton/cy	Soil & Contaminated Soil	1.65 tons/cy
Commingled Containers	0.09 tons/cy	Street Sweepings	1.35 tons/cy
Dredge (Fresh/Marine)	1.35 tons/cy	Tires	0.01 tons each
Grass	0.33 tons/cy	Wood Waste & Wood Chips	0.33 tons/cy
Leaves	0.2 tons/cy		

Material/Waste Types

The following material/waste type definitions are provided exclusively for use in completing this report form. Please refer to them particularly when considering how to record waste/material accepted.

Material	Definition
Asbestos Waste	Any material containing one percent or more asbestos by weight and anything contaminated with asbestos such as pollution control devices, bags or containers that held asbestos.
Ash	Residual byproduct of a thermal combustion/reduction process, including all ash fractions (bottom, fly, boiler and economizer ash). This includes MSW ash, oil ash, and coal ash.
Bulky Waste	Items of unusually large size, including but not limited to, large furniture, rolls of fencing, insulation, carpets, mattresses, box springs, large plastic toys, and plastic pools.
Bypass	Waste that was accepted at a combustion facility, but not burned due to either the unsuitability of the waste for combustion or downtime at a combustion facility.
Compostables/ Organics	Leaves, yard waste, food waste, and Christmas trees.
Construction & Demolition Waste (C&D Waste)	Building materials and rubble resulting from the construction, remodeling, repair or demolition of buildings, pavements, roads or other structures. Construction and demolition waste includes but is not limited to, concrete, bricks, lumber, masonry, road paving materials, rebar, and plaster.
C&D Fines	Material produced after the processing of construction and demolition (C&D) waste which is: (a) three inches or less (3" minus) in size; (b) consists of dirt (soil), wood, metal, plastic, etc., and (c) is limited to no more than 35% organic content.
C&D Residuals	Construction and demolition (C&D) waste material that remains after recyclable materials (asphalt, brick, concrete, metals, etc.) and C&D fines have been removed during processing of C&D wastes and which consists mostly of wood, textiles (carpet, fabric, etc.), plastic and dirt.

Continued on next page

Conversion Factors and Material Types, Continued

Material Types (continued)

Material	Definition
Contaminated Soil	Soil containing constituents exceeding normal background levels but below the threshold of a hazardous waste. Some of these contaminated soils can be used as cover material at landfills while others may only be suitable for landfill disposal. Please account for landfilled contaminated soils in Part C #1, and contaminated soils used as daily cover material in Part C #4.
Demo Wood Chips	Wood chips from chipping, shredding, or grinding of the wood component of C&D Waste.
DPW Waste	Catchment basin cleanout wastes and street sweepings.
Dredge (Fresh/Marine)	Sediments generated from dredging of freshwater and marine waterbodies.
Electronics/Computers	Electronic equipment including any device with a Cathode Ray Tube (CRT) such as televisions and computer monitors.
General Recyclables	Newspaper, cardboard, mixed paper, scrap metal, white goods, commingled containers, steel/tin cans, aluminum, glass, plastics (#1-7), and textiles/used clothing.
Gypsum	Gypsum, Sheetrock, Wallboard
Loam	Soil mixture of sand, clay, silt, and organic matter such as leaves, grass, brush, or other wood waste.
Metals	Metals including steel and aluminum cans, white goods, rebar, sheet metal, etc.
Mulch	Chipped, shredded, screened, and/or composted organic matter such as leaves, grass, brush, or other wood waste.
Municipal Solid Waste (MSW)	All types of solid waste generated in residences, stores, offices, institutions, restaurants, warehouses, and other non-manufacturing activities, or similar types of solid waste generated from manufacturing operations. MSW does not include solid waste generated in manufacturing or industrial processes.
Recycling Residue	Non-recyclable material which is left over after separation and processing at a materials recycling facility.
Sludge (WTP/WWTP)	Accumulated solids and/or semisolids deposited or removed by the processing and/or treatment of gasses, water or other fluids (WTP Water Treatment Plant, WWTP Waste Water Treatment Plant).
Shingles Asphalt	Asphalt roof or siding shingles
Textiles/Clothing	Old clothing or other textiles.
Wood Waste	Discarded material consisting of trees, stumps, and brush, including but not limited to sawdust, chips, shavings and bark. Wood waste does not include new or used lumber, or wood from construction and demolition waste, and does not include wood pieces or particles containing or likely to contain asbestos, chemical preservatives, or paints, stains, or other coatings.